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# **CITY OF HOUSTON**

# **Job Posting**

Applications accepted from: All Persons Interested

Job Classification **Posting Number** Department Division Section

Administrative Coordinator PN# 102137 **Houston Emergency Center** Information Technology

5320 N. Shepherd\* Reporting Location M - F, 8 a.m. - 4 p.m.\* Workdays & Hours

\*Subject to change

#### 9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Coordinates Information Technology Service (ITS) Division's administrative operations, including budget planning, integration and oversight, project cost analysis, and expenditure control. Coordinates procurement for the division. Coordinates the planning and research of special programs such as grants. Prepares, edits and revises ITS' correspondence; prepares, edits and revises procedures manuals. Prepares speeches for the Chief Technology Officer (CTO); assists the HEC's Public Information Officer as needed with news releases and public relations pertaining to information technology (IT). Assists ITS in the effective discharge of responsibilities by furnishing analyses, recommendations and information concerning IT. Reports to the HEC Chief Technology Officer.

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<u>WORKING CONDITIONS</u>

The position is physically comfortable, the individual has discretion about walking, standing, etc.

#### 11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, Political Science or a related field.

#### 12 **MINIMUM EXPERIENCE REQUIREMENTS**

Five years of experience in administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

### 13 **MINIMUM LICENSE REQUIREMENTS**

None

### 14 **PREFERENCES**

Knowledge of IT procurement, MS Office, and MS Project. Experience in setting up training programs and researching, analyzing and reviewing new IT vendors, equipment, services and regulations is preferred. Experience in the publicsafety environment is also preferred.

#### 15 SELECTION/SKILLS TESTS REQUIRED None

#### 16 SAFETY IMPACT POSITION Yes □ No

If yes, the position is subject to random drug testing and if a promotional position, candidate must pass an Assignment drug test.

### 17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Salary Range - Pay Grade 24

\$1378 - \$2430 Biweekly \$35,966. - \$63,423 Annually

18 **OPENING DATE** December 22, 2004

19 CLOSING DATE Open until filled

## APPLICATION PROCEDURES

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Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Telecommunication Device for the Deaf (TDD) Number is (713) 837-9496

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